

WATERLOO UTILITY MEETING
MONDAY, OCTOBER 09, 2023
6:00 p.m.

Mayor – Stan Darter

Alderman Ward I Joel Vogt & Matt Buettner

Aldermen Ward II Jim Trantham & Jim Hopkins

Aldermen Ward III Tina Charron & Kyle Buettner

Aldermen Ward IV Gary Most & Russ Row

Shawn Kennedy – Collector / Finance, Tim Birk – Director of Public Works, Nathan

Krebel – Subdivision / Zoning Administrator, Brad Yearian – Building Inspector /

Code Administrator, Sarah Deutch – Community Relations Coordinator, Jeffrey

Prosise – Chief of Police, Sandra Eckstadt – HR Coordinator, Natalie Steppig – City Attorney.

Petitions by Citizens on Non-Agenda Items. None.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated September 11, 2023, was made by Alderman Vogt and seconded by Alderman Matt Buettner.

Items for Correction:

Director of Public Works – Tim Birk

- Under Item e – Sewer Line Contract – change the wording in the second sentence from “There is some corrugated metal pipe...” to” There is a corrugated metal pipe...”
- Under Item f – Old Water Tank – change the wording in the second sentence from “A pre-construction meeting....” to “A pre-bid meeting....”

Motion passed to approve the Utility Minutes dated September 11, 2023, as amended with Aldermen Vogt, Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Row, and Most voting ‘aye’.

Subdivision & Zoning Administrator – Nathan Krebel

- a. Monthly Report – The September 2023 monthly Zoning report was distributed.
- b. Monthly Building Permit – The September monthly permit report was provided.
- c. International Property Maintenance Code – The City is reviewing the International Property Maintenance Code (IPMC) to the City’s Property Maintenance Code. Nathan noted that the City would keep the following sections in Chapter 29 if the IPMC is adopted.
 - “Certificate of Building Maintenance and Occupancy”
 - “Lock Box Entry Systems”
 - “Temporary Dumpsters”
- d. Existing Building Code – The City is also reviewing the International Building Code (IBC) to the City’s Property Building Code, and Nathan noted that the City should adopt the IBC code.
- e. Remlok Phase 5 – Pictures were shown of the bridge construction. They are now backfilling along with compression testing.

- f. Silvercreek Crossing 1st Addition Phase 2 – A video of the recent progress at Silvercreek Crossing was presented. The contractor will repair the sanitary sewer on Maplewood Lane as soon as the dirt grading is completed.
- g. Planning Commission – meeting scheduled for October 09, 2023:
 - Waterloo Commons Lot 7 Final Plat – Information regarding this plat was distributed for the council's knowledge. Taco Bell wants to purchase only three-quarters (3/4) of the lot or approximately one acre, therefore leaving a small remaining portion. Conceptual drawings of uses for this small parcel of land will be shown to the Planning Commission for comments and recommendations.
 - Home Occupation Permit – The property owners lived in the County but recently moved to Links Lane. Nathan has been notified that a business is being operated out of the home.
- h. Zoning Board of Appeals – meeting scheduled for October 19, 2023:
 - Home Occupation Permit – This is the same Home Occupation Permit as mentioned above under the Planning Commission.
 - Petitions for two special sign permit applications.
- i. Monroe County Fairgrounds Barn Addition – The Monroe County Fair Board is interested in adding a 16-foot lean-to to the most northwestern barn on the property. The addition would be on the north side of the barn. The lean-to will assist in the flow of sale animals for the auction. However, per code, this lean-to is non-conforming, and on auction day, this building becomes an assembly with over 150 people in attendance. Nathan has a concern that if a permit is issued for this lean-to and someone gets hurt the city could be liable. He therefore recommends not approving a permit for the lean-to. The aldermen agreed with Nathan to not issue a permit.
- j. Old Ahne's Bakery Building (201 W Mill) – Mike Schneider, Quadrant Design, Inc., emailed that within the next couple of weeks, they will submit their application for a permit for the old Ahne's Bakery building.

Collector/Finance Officer – Shawn Kennedy

- a. Haier Plumbing ACH Payment Update – Everything has been set up to pay Haier Plumbing and Heating by ACH. However, the City is still waiting on the first draw request for our loan from the State. Once that is received, Haier Plumbing and Korte-Luitjohan will be paid. Shawn was informed that Haier Plumbing is starting to voice concern about the large amount of money he has spent on this project and has asked the City for assistance to relieve some of the financial burden.
- b. Liability/Workmen's Comp – Liability and Workmen's Compensation insurance renewal is due. There will be an Insurance Committee Meeting on October 11, 2023. The only company presenting that evening will be IMLRMA, the City's current carrier. Worthy Insurance never responded after submitting all the information to them, and Strategic Management, a broker who was planning on bidding on our insurance, withdrew their interest.
- c. Landis+Gyr – Landis+Gyr is the company that hosts and supports the City's meter reading infrastructure. The company recently notified the City that their rate structure is changing. The fee used to be based on the number of endpoints (number of meters that were being read). The company is changing to a flat rate by tier regardless of the exact meter count. Waterloo is in a tier with more than 10,000 meters, but less than 25,000. Our current contract with Landis+Gyr is up for renewal at a 3, 5, or 10-year agreement. Shawn has requested a scheduled rate per year for each type of contract and a copy of the contract for the attorneys to review.

- d. Audit – Still working on the financial statements, but in order to continue, the Monroe County taxes from 2022 and the actuarial study for the police pension are needed. The taxes should be received any day, but it may take up to six weeks for the actuarial study to be completed.
- e. Tax Levy – Work will start on the tax levy numbers as soon as the Monroe County taxes for 2022 are received.

Director of Public Works – Tim Birk

- a. Moore Street Phase VII – The storm sewer has been installed, and the old rock road has been removed. Next will be curb and gutters, but the contractor is having issues locating a curb machine operator. Once the curb and gutter work is complete, the road will be ready for asphalt. After that, work will begin on the walking trail and grading. The project should be completed by Thanksgiving.
- b. Old Water Tank Demolition – The bids were opened on October 04, 2023, and the lowest bidder was Brewster Company from Maryville, Illinois.
- c. Water Plant Update – Photos were shown of the trenching and installment of the transmission pipeline. The transmission pipe is in place from the wells to the Ameren substation.
- d. Water Tower Update – Various pictures were displayed showing the water tower's construction process.
- e. Roger Street Extension – Mr. Aaron Metzger, Monroe County Engineer, Highway Department, met with property owner Mr. Heiken over the acquisition of additional right-of-way due to the proximity of Roger Street to the third hole of Waterloo Country Club. Mr. Heiken was not in agreement with this acquisition. Mr. Metzger will still create plans indicating the additional right-of-way and renegotiate with Mr. Heiken.
- f. Splash Pad – Video footage showed the progress being made on the Splash Pad. The dirt grade is almost finished, and the rock grade for the parking lot is within 2 inches of the top (the last 2 inches will be put in when they are ready to lay asphalt). The detention pond and storm sewer are completed.
- g. Lemen Street House – The windows have been removed from the home in preparation for the home to be razed. The Waterloo Fire Department has requested to use the home for training for a couple of days.
- h. Tennis Court Lights – The electricians are removing the high-pressure sodium lights and installing LED lights for the tennis courts. The school purchased the lights, and the city is only assisting with the installation.
- i. Yard Waste Site – Approximately every five (5) years, the City contracts out a grinder capable of grinding tree stumps and trunks that the City's tub grinder cannot handle. Last week, the contracted grinder was used to clean up the yard waste site.
- j. Electric Committee Meeting – Would like to request an Electric Committee Meeting to discuss the following:
 - Updated costs for the gas turbine engine.
 - IMEA meeting scheduled for October 25 to 26 regarding a sustainability plan.
 - The power sales and capacity purchase contract, which will be held on December 06, 2023.
- k. IMEA Meeting – There will be a regional IMEA meeting in Collinsville on November 16, 2023.
- l. Equipment Sale – Compiling a list of items no longer needed by the City for a miscellaneous equipment sale.

Chief of Police – Jeff Prosis

- a. Rogers & Hamacher School Signage – A resident in Natalie Estates inquired about having “school zone” signage installed. The “school zone” sign is not a regulatory sign, but a warning sign and therefore does not require Council approval. The aldermen agreed to have signage installed when entering a “school zone”.
- b. Request for Extra Patrol – The Chief asked the Aldermen to text him if they received a speeding complaint or extra patrol request from a constituent.
- c. Radar Speed Trailers – The City has two radar speed trailers which are approximately 15 years old.
- d. Police Commissions Meeting – The Police Commissions will be meeting on October 18, 2023, to review and discuss the Sergeant promotion.
- e. Police K-9 – Would there be any interest in obtaining another K-9 since Toby has been assigned to the DEA. Upon talking to Vohn Liche Kennels, the cost would be roughly the same as when the City purchased Toby. Two officers are interested in being K-9 Handlers. Toby is expected to be working with the DEA for 3 to 5 years, and by the time he is released from his DEA work, he will be ready to be retired. The alderman would like to see a yearly cost for handler pay, food costs, veterinary expenses, etc...The additional K-9 would be used for community relations, traffic stops, tracking, and drug sniffing.

City Building Inspector – Brad Yearian

- a. Monthly Report – The September monthly report was distributed.
- b. *Fourth Street Bar* – *Fourth Street Bar* is installing siding on their building.
- c. *Huck's* – *Huck's* is working on building their gaming room addition. The exterior pole barn metal is also being replaced with Nichiha panels.
- d. 311 W. Third – The home at 311 W. Third was issued a violation due to a chimney that is collapsing onto the roof. Bricks from the chimney are falling onto the ground. The owner has been given a month to take corrective action.
- e. *Momma's on Mill* – Framing inspection performed at *Momma's on Mill*.
- f. Old '*Town & County*' Building – Concrete has been poured for the new sandwich shop that is moving into the old '*Town & County*' building.
- g. 4709 Vandebrook – The homeowner at 4709 Vandebrook refuses to repair or remove his fence, which is falling down in the neighbor's yard. The owner has been sent to collections for failure to pay fines and fees. The property owner will not answer the phone or the door when attempting to reach out to him. There was a short discussion regarding what actions the City could take to encourage the homeowner to resolve the violations. Chief Prosis commented that he would attempt to contact the owner.
- h. Home on the corner of Kolmer & Evansville – The aldermen mentioned that the house under construction on the corner of Kolmer & Evansville has not been worked on in months. Brad stated he would reach out to Laurie Homes for a status update.

Community Relations Coordinator – Sarah Deutch

- a. Pumpkinfest – Hoodies are available for Pumpkinfest which is this coming Saturday.
- b. Trimlights – The installation process of the trimlights (the new overhead streetlights) has started and should be completed this week.
- c. Christmas Walk – Explore Waterloo (organizer of the Christmas Walk) inquired if the City would still assist in sponsoring the event. Sarah explained that every year the City budgets for a \$250 sponsorship. All aldermen agreed to the sponsorship.

d. Upcoming Events:

- October 14 – *Pumpkinfest*, 9AM to 4PM, Downtown Waterloo.
 - October 16 – *City Council Meeting* – Republic-Times would like a group photo for the Holiday Cookbook.
 - October 19 – *Explore Waterloo Witches Night Out*, 9AM to 4PM, Waterloo Merchants and Restaurants.
 - October 19-23 – Sarah will be out of the office. As a reminder, if there are any committee meetings being planned during this period, please get the information to Sarah before she leaves since she is covering for Tammy.
 - October 31 – *Trunk or Treat*, 5:30PM to 7:30PM, Downtown Waterloo.
 - November 10 – *Veterans Day Ceremony*, 6:30PM, Gibault Catholic High School.
 - November 11 – *Laying of the Wreath Ceremony*, 11AM, Veterans Memorial at Lakeview Park.
 - November 19-26 – *Christmas Walk*.
 - November 25 – *GLOW Parade*, 5:30PM, Downtown Waterloo. There will be a signup sheet for walkers at the next utility meeting.
- e. Water Tower Design – Alderman Vogt came up with a design for the new water tower and photos were shown of his proposal. The proposed scheme was used on the recent groundbreaking signs for the water plant. All aldermen agreed to Alderman Vogt's design.
- f. Santa Float – Work continues on the revamping of the Santa Float. It might be helpful to add a Saturday or Sunday workday so that we can make some good progress.

Human Resource Coordinator – Saundra Eckstadt

- a. Flu Shot Clinic – The flu shot clinic was a success. There were nineteen participants.
- b. Union Negotiation Contracts – About mid-September we reached out to IBEW and AFSCME to start the union negotiation process. The first IBEW meeting was held on October 05, 2023, and the IBEW proposal is being reviewed by the City attorneys and the Mayor. The AFSCME contact has changed and we are hoping to have our first meeting on November 03, 2023.
- c. Chris Frank's Retirement Luncheon – Saundra gave special thanks to all those who assisted with Chris Frank's Retirement Luncheon.
- d. CPR & First Aid Training Class – Attended a CPR & First Aid Training Class with the Monroe County Medical Reserve Corps.

City Attorney – Natalie Steppig

- a. Green Briar Trailer Park on Mill Street – We have service on the individual and the entity, so the 30 days will run on October 30, 2023. There has been no response to the City's request to sign the property over; therefore, we would be looking at a default date of mid-November. We plan to keep things moving forward.
- b. Contract Negotiations – Labor negotiations are ongoing.
- c. Pension Board Meeting – Attorney Steppig will be attending the Pension Board Meeting on October 18, 2023.

Mayor's Report

No Report.

Committee Reports and Minutes Approval

- a. 09-12-23 Finance Cmte Mtg Minutes. Vogt-1st, Row-2nd. Passed.
- b. 09-18-23 Ordinance Cmte Mtg Minutes. Most-1st, Hopkins-2nd. Passed.
- c. 09-20-23 Planning Cmte Mtg Minutes. Most-1st, Vogt-2nd. Passed.
- d. 09-20-23 Beautification Cmte Mtg Minutes. Vogt-1st, Most-2nd. Passed.

Comments

Alderman Hopkins commented that even though the issue with the building code at the Monroe County Fairground appears to be resolved, we will probably continue to have more problems similar to this one. He would like to have discussions as to why the Fairgrounds are within the City limits, the benefit of having them in the City, and the possibility of deannexation. He stated he would like to know if there is a deannexation process.

Alderman Trantham mentioned there were cars parked on both sides of the road in front of 225 Bradford Lane over the weekend making it a one-lane road. If this situation continues, we might need to consider having the south side of Bradford Lane a no-parking zone.

Alderman Charron stated she was asked if additional one-way signage could be placed at the intersection of East 3rd and Main Street (near the Capitol Theatre/IOOF Lodge) as people tend to drive the wrong way down East 3rd, which is a one-way street. A possible suggestion would be a no-left turn sign at the intersection. Also, the House of Neighborly Service (HNS) always has breakfast on Mondays for the First Responders, and they are looking for sponsors to host the breakfast. If anyone is interested in hosting, please contact HNS.

Alderman Kyle Buettner commented that Eli Ward, from Waterloo, Illinois, will be competing on *The Voice* on October 16, 2023. His parents would like to project the show on the outside wall of the Happy Hour Sports Bar. They expect a large crowd as Eli is also planning on singing at the bar that evening. Alderman Buettner asked if the block in front of the bar could be blocked for about two (2) hours that night for this event. All aldermen supported that street closure.

Alderman Most mentioned that the Monroe County Economic Development Corporation (MCEDC) will hold its Annual Stakeholder Dinner on Thursday, Oct. 26, 2023, at the Falls Banquet and Reception Center in Columbia, Illinois. As a sponsor for the Monroe County Economic Development Corporation (MCEDC), the City has four (4) free tickets available to this event. Having City officials in attendance would be nice.

Adjournment – A motion to adjourn was made by Alderman Kyle Buettner and seconded by Alderman Vogt. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 8:22 p.m.

Minutes respectively submitted by Mechelle Childers – City Clerk